

Retention and Classification Report

Agency: Weber County (Utah). County Commission (1289)

Weber Center
2380 Washington Blvd. #360
Ogden, UT 84401

Records Officer

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| 80218 | Exhibit files |
| 84301 | Minutes |
| 25220 | Publications |

AGENCY: Weber County (Utah). County Commission

SERIES: 80218

3

TITLE: Exhibit files

DATES: 1919-

ARRANGEMENT: Numerical by exhibit number

DESCRIPTION:

These files contain exhibits for issues being discussed in open county commission meetings. They include copies of correspondence, license applications, reports, drawings, proof of publications, copies of resolutions, copies of petitions, copies of ordinances, copies of audits, and insurance forms.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1919 through 1945. Retain in Office for 10 years after being microfilmed and then destroy provided microfilm has passed inspection.

Paper: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Paper copy: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then destroy.

Microfilm master: Retain in State Archives permanently with

AGENCY: Weber County (Utah). County Commission

SERIES: 80218

TITLE: Exhibit files

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

Over sixty percent of these files contain duplicates of records maintained in other county files. All items contained in these files are discussed in the county commission minutes. The office wants to maintain the originals for two years to document what exhibits commissioners were given. It has been determined that files contain the record copy of all correspondence received by the commission and reports not widely circulated. These items should be transferred to the Archives. In examining these files it was determined the period from 1919 to 1945 contains fewer duplicates and more originals (particularly of correspondence).

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 84301

3

TITLE: Minutes

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Weber County (Utah). County Commission

SERIES: 84301

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Commission

SERIES: 25220

3

TITLE: Publications

DATES: 1975-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Weber County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Weber County. . . Yesterday Today and Tomorrow" (1975) and "Department of Aging and Volunteer Services - Programs, Services" (n.d.)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public